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20 November 1953

REPORT FOR THE WEEK OF 16 - 20 NOVEMBER

To: Director of Training
From: Management Training Division

Accomplishments

Chief Clinical Dr. Br. and
[redacted] Chairman of the Panel on Career Service for Women, submitted the report of the panel, CAREER EMPLOYMENT OF WOMEN IN THE CENTRAL INTELLIGENCE AGENCY, to Mr. Kirkpatrick this week.

I submitted recommendations, the draft of a policy statement, and other materials relating to training supervisors in management skills, to General Cabell. The reception appears to be enthusiastic, dynamic, and extremely encouraging in terms of the objectives we have had for the improvement of management in the Agency.

Presentations on management training were made to (1) the DDP area division training officers, and (2) the DDI Office training officers this week. The DDP group appeared to be quite alert and interested; surprisingly enough, the DDI group seemed to be in a generally confused state of mind. The general consensus was that the real management training job needed to be with top-side personnel to get anywhere.

Completed the first series of follow-up meetings with the four groups of supervisors in the Human Resources Program in OC, - 14 section and unit chiefs in this fourth group.

Plans

[redacted] is attending the American Management Association Conference on Supervision in Chicago on 30 November and 1 December.

The first group of DDs and ADs, including General Cabell, will be scheduled for the Human Resources Program to be conducted in the Administration Building, beginning 1 December.

Work is progressing on the announcement of the first session of the Basic Management Course, to be commenced on 11 January.

Chief, Management Training Division

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